

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

## Agenda

<b>Group/Meeting Name:</b> CSB Policy Council Executive Meeting	
<b>Date:</b> September 6, 2023	<b>Time:</b> 6:00 – 6:30 PM
<b>Meeting Location:</b> 1470 Civic Court Suite 200, Concord CA 94520 – CSB Administrative Building	
<b>Meeting Leader:</b> Jasmine Cisneros-PC Chair	
<b>Purpose:</b> To Review Policy Council Items for next meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings. Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@ehsd.cccounty.us) or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

### Desired Outcomes: By the end of this meeting, we will have:

1. Agreement on desired outcomes and ground rules so that our meeting is productive.
2. Opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the community's needs.
3. Understanding staff reports so that the group is informed of bureau highlights and other important events.
4. Approval of August 2, 2023, Executive Meeting minutes so that we have an accurate record of the meeting.
5. Review of August 16, 2023, Policy Council Meeting Minutes.
6. A decision regarding Parent Recognition of staff nomination recipients.
7. Agreement on the agenda September 27, 2023, Policy Council meeting.
8. Evaluation of the meeting so we may review our strengths and make any necessary improvements.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
1. Review Desired Outcomes	Present	Juan De Dios Batiz	1
Review Meeting Ground Rules	Present	Tuliisa Miller	1
2. Public Comments	Present	Public	1
3. <b>Report:</b> Staff Reports-Program	Present Clarify Check for understanding	Michelle Mankewich	5

<b>Agenda</b>			
<b>What</b> (Content)	<b>How</b> (Process)	<b>Who</b>	<b>Time</b> (Minutes)
4. <b>Action:</b> Review and Approve Augst 2, 2023 Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	4
5. <b>Action:</b> Review August 16, 2023, PC Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	5
6. Review and Decide on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Exec Team	5
7. Set Agenda for September 27, 2023, Policy Council Meeting	Present Clarify Check for Understanding	All	7
8. Meeting Evaluation	Plus/Delta	Volunteer	1

**PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:**

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

- HOW TO JOIN THE MEETING VIA ZOOM:  
Zoom Meeting ID: 832 0122 7641
- HOW TO JOIN THE MEETING VIA CALL-IN:  
Conference Call: USA 8882780254 8882780254 (US Toll Free) Conference Code: 379008

**HOW TO PROVIDE PUBLIC COMMENT:**

Persons who wish to address the CSB Policy Council during public comment on matters within the jurisdiction of the CSB Policy Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 864-0837

Public comments may also be submitted before the meeting by email at [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@ehsd.cccounty.us) or by voicemail at (925) 864-0837. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting

**Contra Costa County**  
**EHSD – Community Services Bureau**  
**Head Start Policy Council Executive Committee Meeting Minutes**  
 Location: 1470 Civic Court, Suite 200

Date: 8/2/2023

Time Convened 6:07 p.m.

Time Terminated 6:27 p.m.

Recorder: Lyneth Hernandez.

Attendees: Jasmine Cisneros, Juan Batiz, TuLiisa Miller, Karen Medrano, Ana Araujo, Michelle Mankewich and Lyneth Hernandez.

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> <li>Review Desired Outcomes and Ground Rules</li> </ul>	<ul style="list-style-type: none"> <li>Jasmine Cisneros, Chair, called the meeting to order at 6:07 p.m.</li> <li>Michelle Mankewich, Administrative Services Assistant III reviewed the desired outcomes.</li> <li>TuLiisa Miller, Parliamentarian, reviewed the meeting ground rules.</li> </ul>
<ul style="list-style-type: none"> <li>Public Comments</li> </ul>	None
<ul style="list-style-type: none"> <li>Staff Reports</li> </ul>	<p>Michelle Mankewich, Administrative Services Assistant III provided updates on the following items:</p> <ul style="list-style-type: none"> <li>Federal Review: This past week was the federal review for the Quality Improvement Plan; all documentation was submitted, and a report will be written based on the documentation. The Office of Head Start will inform review all items submitted, we anticipate a final report within 6-8 weeks.</li> <li>The Board of Supervisors (BOS) adopted the EHSD Governance Policy. This policy allows the EHSD and CSB directors to liaise between CSB and the Board of Supervisors.</li> <li>The BOS have set up a subcommittee consisting of two board members, Marla Stuart, the Employment and Human Service Department Director, and the CSB Director, to be the communication link between CSB and the BOS.</li> <li>Program update: Nic Bryant is no longer with CSB, and Sung Kim is currently our Interim Director,</li> <li>July is our transition period, as we begin a new program year welcoming new families and saying goodbye to the children heading off to Kindergarten.</li> </ul>
<ul style="list-style-type: none"> <li><b>Action:</b> Review and approve June 7, 2023 Executive Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The minutes were reviewed; no corrections were noted.</li> <li><b>A motion to approve June 7, 2023, Executive Meeting Minutes was made by Tuliisa Miller and seconded by Juan Batiz, the motion passed.</b></li> </ul>
<ul style="list-style-type: none"> <li>Review and Decide on Parent Recognition of Staff</li> </ul>	<ul style="list-style-type: none"> <li>Due to the Policy Council meeting in June being canceled, the group re-nominated Lorena Perea, Master Teacher at Ambrose, and Maria Ibarra, Associate Teacher at Crescent Park, to receive recognition on August 16, 2023, Policy Council Meeting for their outstanding work with the children and families.</li> <li>Lyneth Hernandez, Policy Council Clerk, will invite them to receive recognition at the August 16, 2023, Policy Council meeting.</li> </ul>

**Contra Costa County**  
**EHSD – Community Services Bureau**  
**Head Start Policy Council Executive Committee Meeting Minutes**  
 Location: 1470 Civic Court, Suite 200

TOPIC	RECOMMENDATION / SUMMARY	
<ul style="list-style-type: none"> <li>Review and set Agenda for August 16, 2023, Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed and set the agenda for the August 16, 2023, Policy Council Meeting.</li> <li>Wellness Activity: “What are some of the highlights of your summer?”</li> </ul>	
<ul style="list-style-type: none"> <li>Meeting Evaluation</li> </ul>	<p><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>Happy that people are attending the meeting</li> <li>It’s great that CSB is Flexible</li> </ul>	<p><b><u>Deltas / Δ</u></b></p>

DRAFT



**Policy Council Meeting Minutes**  
 Location: 500 Ellinwood Way, Pleasant Hill, CA

**Date:** 8/16/2023

**Time Convened:** 6:16 PM

**Time Terminated:** 8:2 PM

**Recorder:** Lyneth Hernandez

TOPIC	RECOMMENDATION / SUMMARY						
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, PC Chair, called the meeting to order at 6:16 PM and Juan Batiz PC Vice Chair reviewed the desired outcomes. Tu'Liisa Miller, Parliamentarian reviewed the meeting ground rules.						
Wellness Activity	<b>Policy Council Representatives participated in a wellness activity by sharing "What are some highlights of your Summer?"</b>						
Public Comment	None						
Correspondence	Correspondence from the Office of Head Start dated 6-29-23, informing application for program funding extension, from 1-1-24 to 6-3-24 is due October 1, 2023. .						
Parent Recognition of Staff	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> <li>Ms. Lorena Perea, Master Teacher at Ambrose and Maria Ibarra Associate Teacher from Crescent Park, were presented with a certificate to acknowledge their dedication to the children and families.</li> </ul>						
<b>Action:</b> Approval of EHS and HS Extension Grant	<b>Sarah Reich, Division Manager, Temporary Upgrade, presented on Early Head Start and Head Start extension grant.</b>  <b>A motion to approve the Early Head Start and the Head Start 2022 Extension Grant was made by Deanna Carmona and seconded by Lorena Mercham. The motion passed with 15 votes in favor.</b>						
	Ayes			Nays	Abstentions	Not Present	
	Amy Mockoski	Juan Batiz	Michelly Mendanha			Celia Limon del Ledesma	Latoya Goto
	Ashley Cerna	Karen Medrano	Monica Chavez			Devlyn Sewell	Raquel Magana
	Deanna Carmona	Lorena Mercham	Olga Rios			Jenifer Garcia	Teresita Palomera
	Ericka Garcia	Maira Garcia	Tuliisa Miller			Joselyn Chininin Sanchez	Vilma Gaytan
	Jasmine Cisneros	Maria Garcia	Yesica Hernandez			Karla Rodriguez	
<b>Action:</b> Approval of EHS and HS 2023 Carryover Funds	<b>Sarah Reich, Division Manager TU presented on Early Head Start and Head Start 2023 carryover funds.</b> <b>A motion to approve the Early Head Start and the Head Start 2023 Carryover Funds was made by Amy Mockoski and seconded by Ashley Cerna. The motion passed with 15 votes in favor.</b>						
	Ayes			Nays	Abstentions	Not Present	

TOPIC	RECOMMENDATION / SUMMARY							
	Amy Mockoski	Juan Batiz	Michelly Mendanha			Celia Limon del Ledesma	Latoya Goto	
	Ashley Cerna	Karen Medrano	Monica Chavez			Devlyn Sewell	Raquel Magana	
	Deanna Carmona	Lorena Mercham	Olga Rios			Jenifer Garcia	Teresita Palomera	
	Ericka Garcia	Maira Garcia	Tuliisa Miller			Joselyn Chininin Sanchez	Vilma Gaytan	
	Jasmine Cisneros	Maria Garcia	Yesica Hernandez			Karla Rodriguez		
<b>Action:</b> Approval 2023-2024 Planning Calendar	<b>Christina Reich, Division Manager presented on the 2023 -2024 Planning Calendar</b> <b>A motion to approve the 2023 – 2024 Planning Calendar was made by Olga Rios and seconded by Yesica Hernandez. The motion passed with 15 votes in favor.</b>							
	<b>Ayes</b>			<b>Nays</b>	<b>Abstentions</b>	<b>Not Present</b>		
	Amy Mockoski	Juan Batiz	Michelly Mendanha			Celia Limon del Ledesma	Latoya Goto	
	Ashley Cerna	Karen Medrano	Monica Chavez			Devlyn Sewell	Raquel Magana	
	Deanna Carmona	Lorena Mercham	Olga Rios			Jenifer Garcia	Teresita Palomera	
	Ericka Garcia	Maira Garcia	Tuliisa Miller			Joselyn Chininin Sanchez	Vilma Gaytan	
	Jasmine Cisneros	Maria Garcia	Yesica Hernandez			Karla Rodriguez		
<b>Action:</b> Approval of May 17, 2023, Policy Council Minutes	The May 17, 2023, Policy Council meeting minutes were reviewed, and no corrections were noted.  <b>A motion to approve the minutes from May 17, 2023, Policy Council meeting was made by Maria Garcia and seconded by Michelly Mendanha. The motion passed with 15 votes in favor.</b>							
	<b>Ayes</b>			<b>Nays</b>	<b>Abstentions</b>	<b>Not Present</b>		
	Amy Mockoski	Juan Batiz	Michelly Mendanha			Celia Limon del Ledesma	Latoya Goto	
	Ashley Cerna	Karen Medrano	Monica Chavez			Devlyn Sewell	Raquel Magana	
	Deanna Carmona	Lorena Mercham	Olga Rios			Jenifer Garcia	Teresita Palomera	
	Ericka Garcia	Maira Garcia	Tuliisa Miller			Joselyn Chininin Sanchez	Vilma Gaytan	
	Jasmine Cisneros	Maria Garcia	Yesica Hernandez			Karla Rodriguez		
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	<b>Sung Kim, Interim Director, presented the Director’s report:</b>							

TOPIC	RECOMMENDATION / SUMMARY
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## Director's report

- **Introduction:** My name is Sung Kim and I have been appointed as the Interim Director for the Community Services Bureau. I have been with the county for 20 years, but I have not been in a capacity where I have worked with the Policy Council, so I am excited for this new opportunity in my journey with CSB. I welcome your suggestions and I am grateful to be here.
- **Federal Review – July 25 – 29:** We were reviewed on Governance, Fiscal, Ongoing Monitoring and Reporting by a team of 5 reviewers. At the end of the week, they said they received every document they asked for and we put our best effort forward. I'm proud of the team and look forward to hearing the outcome in 2-3 months.
- **Designation Renewal System:** CSB must compete for its next five-year grant and our grant application for that will be due in early November. Plans are underway to demonstrate that our program is the right program to run Head Start in Contra Costa County. We will be bringing the application to you for your approval in your October meeting.
- **2023 Self-Assessment – August 20 – September 1:** Every year we assess our program and we invite you, our parents and community, to help us evaluate our systems and services. If you have not signed up to be on the Self-Assessment, please let Ana know that you are interested. We need your participation.
- **Many Thanks:** As we end our program year, and say goodbye to some of you, I want to take this opportunity to thank each one of you for the hard work you are doing on behalf of Head Start and your families. We simply cannot do what we do without you. Good luck in your future endeavors!

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**Sarah Reich, Division Manager TU, reported:**

Enrollment:

- The June enrollment was 63.27% for Head Start and 67.12% for Early Head Start and Early Head Start Child Care Partnership #2.
- The June attendance was 72.70% for Head Start and Head Start Delegate and 70.53% for Early Head Start and Early Head Start Child Care Partnership #2.

Monitoring:

- The Monitoring completion rates for April 2023, were 99.1% for Daily Facility Checklist, 99.2% for Daily Health and Safety Classroom Checklist, 99% Daily Teacher Playground Safety Checklist, and 91% for the Monthly Playground Safety Checklist.

TOPIC	RECOMMENDATION / SUMMARY
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The Compliance Rate for CSB Child and Safety Transition was 96.25% and 93.13% for On-Site Content Area Compliance Checklist

Trends across Tools:

- 100% of CSB Child & Safety Transition corrections have been treated by Sites.
- Top non-compliances are: Safe Environments are evident: clean, no hazards, uncluttered walls (from postings) and uncluttered tops of shelves.
- Environments are free of rust; same non-compliances are reported until the correction is complete
- Related to Parent Boards to ensure classrooms displays current correspondence from Office of Head Start, minutes from previous Parent Meetings, current resources for parent engagement and employment opportunities and materials are translated as needed.

Presented Mini PIR:

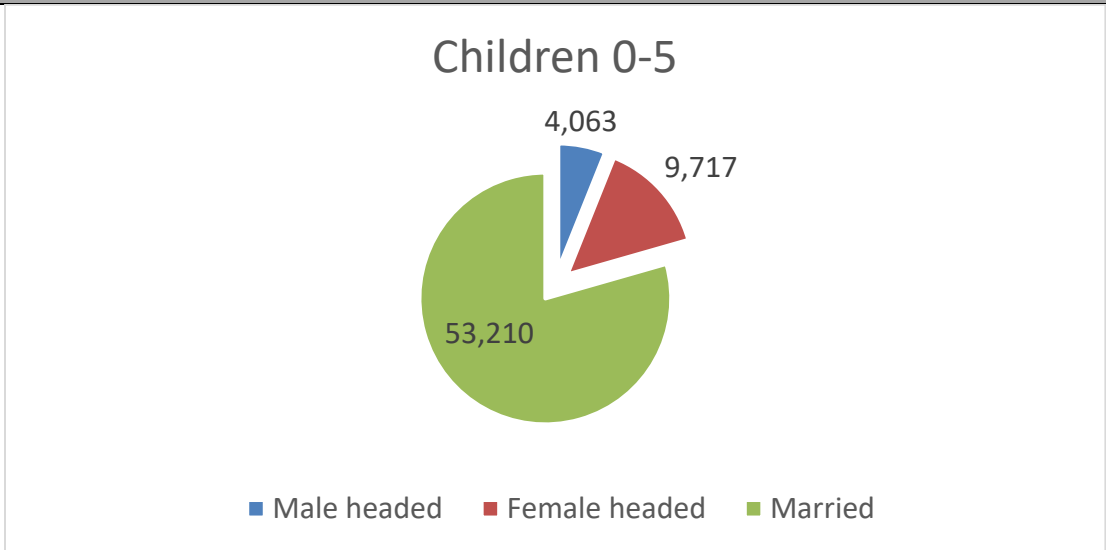
## Mini PIR - HS

Head Start		
<b>A.12</b> Cumulative Enrollment	488	
<b>C.7</b> Number of all children who are up-to-date (through the end of the program year) on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	16	3.28%
<b>C.8a</b> The number who have received or are receiving medical treatment.	80	16.39%
<b>C.19</b> Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.	43	8.81%
dental treatment.	2	0.41%
<b>C.1.a</b> Number enrolled in Medicaid and /or CHIP	320	65.57%
<b>C1</b> Number of all children with health insurance	381	78.07%
<b>C.24</b> Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related services	53	10.86%
<b>C.28</b> Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	0	0.00%
<b>C.45</b> Number of families that received at least one program services to promote family outcomes.	177	



TOPIC	RECOMMENDATION / SUMMARY																													
	<h2 data-bbox="789 224 1108 264">Mini PIR - EHS</h2> <table border="1" data-bbox="388 297 1480 885"> <thead> <tr> <th data-bbox="388 297 1182 329">Early Head Start</th> <th data-bbox="1182 297 1339 329"></th> <th data-bbox="1339 297 1480 329"></th> </tr> </thead> <tbody> <tr> <td data-bbox="388 329 1182 362"><b>A.10g</b> Cumulative Enrollment of Children</td> <td data-bbox="1182 329 1339 362" style="text-align: center;">360</td> <td data-bbox="1339 329 1480 362"></td> </tr> <tr> <td data-bbox="388 362 1182 459"><b>C.7</b> Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.</td> <td data-bbox="1182 362 1339 459" style="text-align: center;">8</td> <td data-bbox="1339 362 1480 459" style="text-align: center;">2.22%</td> </tr> <tr> <td data-bbox="388 459 1182 492"><b>C.8a</b> The number who have received or are receiving medical treatment.</td> <td data-bbox="1182 459 1339 492" style="text-align: center;">26</td> <td data-bbox="1339 459 1480 492" style="text-align: center;">7.22%</td> </tr> <tr> <td data-bbox="388 492 1182 524"><b>C.1.a</b> Number enrolled in Medicaid and /or CHIP</td> <td data-bbox="1182 492 1339 524" style="text-align: center;">282</td> <td data-bbox="1339 492 1480 524" style="text-align: center;">78.33%</td> </tr> <tr> <td data-bbox="388 524 1182 557"><b>C1</b> Number of all children with health insurance</td> <td data-bbox="1182 524 1339 557" style="text-align: center;">307</td> <td data-bbox="1339 524 1480 557" style="text-align: center;">85.28%</td> </tr> <tr> <td data-bbox="388 557 1182 751"><b>C.25</b> Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA)</td> <td data-bbox="1182 557 1339 751" style="text-align: center;">4</td> <td data-bbox="1339 557 1480 751" style="text-align: center;">1.11%</td> </tr> <tr> <td data-bbox="388 751 1182 849"><b>C.28</b> Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.</td> <td data-bbox="1182 751 1339 849" style="text-align: center;">0</td> <td data-bbox="1339 751 1480 849" style="text-align: center;">0.00%</td> </tr> <tr> <td data-bbox="388 849 1182 881"><b>C.45</b> Number of families that received at least one program services to promot</td> <td data-bbox="1182 849 1339 881" style="text-align: center;">81</td> <td data-bbox="1339 849 1480 881"></td> </tr> </tbody> </table> <p data-bbox="388 938 1230 971"><b>Haydee Illan, Accountant III</b>, presented the following financial reports:</p> <ul data-bbox="426 976 1976 1219" style="list-style-type: none"> <li>• <b>2021-2022 Head Start Program: In March 2023</b>, year-to-date cash expenditures were \$1,868,161 YTD, representing 25% of the program budget.</li> <li>• <b>2021-2022 Early Head Start Program: In March 2023</b>, year-to-date cash expenditures were \$606,657 YTD, representing 25% of the program budget.</li> <li>❖ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for <b>March 2023</b> were \$2,568.63</li> <li>❖ <b>Child and Adult Care Food Program: March 2023</b>, total meals served, including breakfast, lunch, and supplements, were 19,944. With a claim reimbursement of \$57.255.</li> </ul>			Early Head Start			<b>A.10g</b> Cumulative Enrollment of Children	360		<b>C.7</b> Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	8	2.22%	<b>C.8a</b> The number who have received or are receiving medical treatment.	26	7.22%	<b>C.1.a</b> Number enrolled in Medicaid and /or CHIP	282	78.33%	<b>C1</b> Number of all children with health insurance	307	85.28%	<b>C.25</b> Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA)	4	1.11%	<b>C.28</b> Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	0	0.00%	<b>C.45</b> Number of families that received at least one program services to promot	81	
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<b>Report: Community Assessment</b>	<p data-bbox="378 1263 1934 1295"><b>Christina Reich, Division Manager</b>, presented on the Community Assessment-Key Findings of the 2023 CSB Community Assessment</p> <p data-bbox="378 1333 533 1365"><b>Demography</b></p> <ul data-bbox="426 1370 1325 1403" style="list-style-type: none"> <li>▶ <b>County population has grown since 2020 by 1% for a total of 1,161,643</b></li> </ul>																													

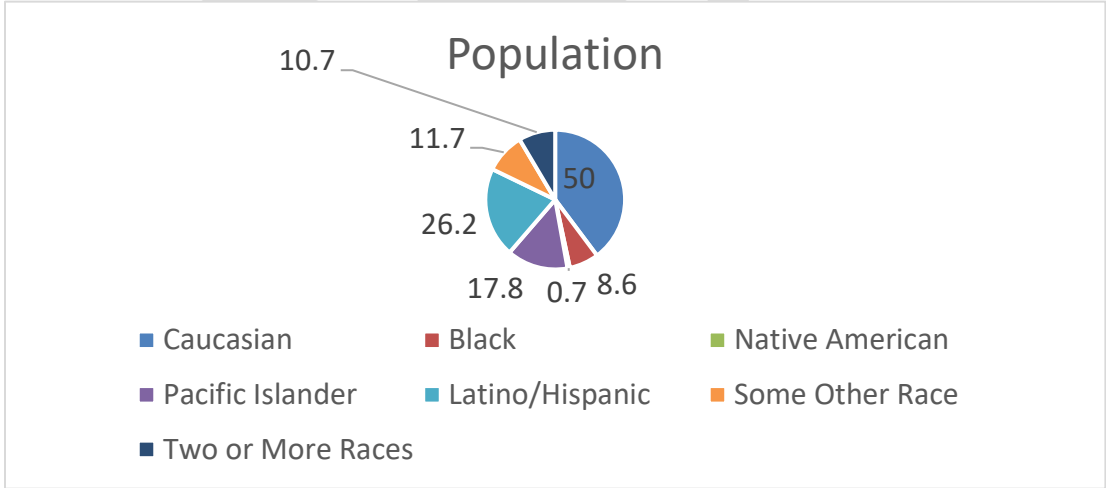
TOPIC	RECOMMENDATION / SUMMARY
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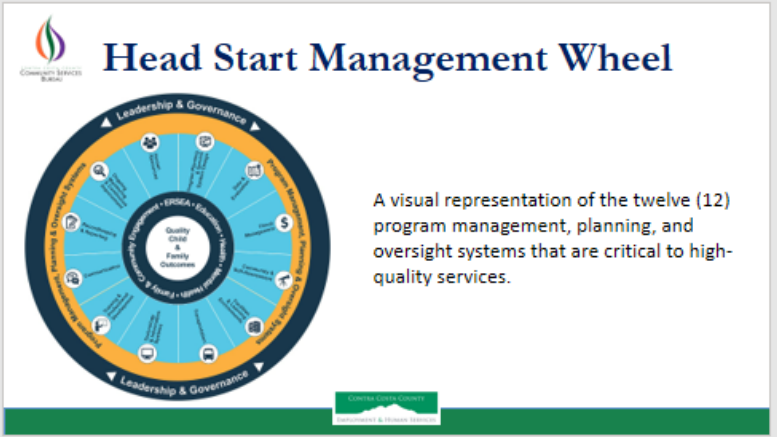

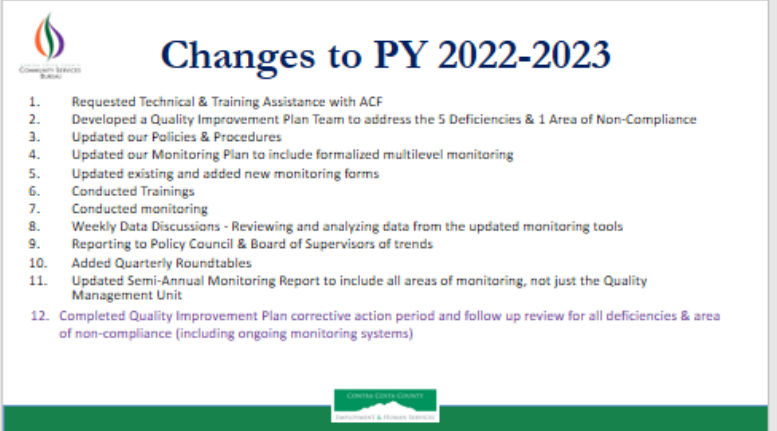
**Economy**

- Only 11% of county homes are affordable to median-income earners, down 9% since 2022.
- Median monthly rents rose 6% in since 2021, with 51% of renter occupied units being unaffordable.
- Homelessness rose by 4% in 2023 and 1,889 students are homeless.
- Unemployment rate is 3.9%, lower than the state at 4.3%


**Population by Race and Ethnicity**



TOPIC	RECOMMENDATION / SUMMARY
	<p><b>Poverty</b></p> <ul style="list-style-type: none"> <li>• Contra Costa residents living below the Federal Poverty Level = 8% (94,523), up 2% from 2020.</li> <li>• CalWORKs cases rose 6% in the county, with 5,944 grant cases</li> <li>• SNAP cases rose 13%, with 27,449 receiving this benefit</li> <li>• Cash public assistance cases are up 19% with 10,746 receiving this benefit</li> </ul> <p><b>Health Indicators</b></p> <ul style="list-style-type: none"> <li>• Only 30% of low-income children 0-5 had a dental visit in 2022.</li> <li>• 7% of births in the county in 2022 are low birthweight and 26% of women with live births had low weight gain during pregnancy; 14% women with live births experienced food insecurity. These represent small increases for each category (1%).</li> <li>• Infant mortality in the county was slightly up to 3.6 per 1,000 in 2022.</li> <li>• COVID-19: As of April 2023, there were 274,856 cases with 1,571 deaths in the county.</li> <li>• 11% of children aged 1-17 in the county have asthma and are at risk due to poor air quality.</li> <li>• Opioid deaths rose 27% since 2020 (183).</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• Homicide rate is slightly up at 5.9 in the county as compared to 5.2 statewide.</li> <li>• Domestic violence calls in the county fell 13% to 2,771 in 2021; there was a 32% reduction in substantiated cases for a total of 509.</li> </ul> <p><b>There were 9,082 child abuse allegations involving children 0-5 in the county in 2022, down 4% from 2020</b></p> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• About 13,770 (52%) of the county's 3–4-year-olds attend school, down 818 or 6% since 2020.</li> <li>• TK enrollment fell 10% in 2022, while statewide it fell 12%.</li> <li>• Chronic absenteeism rose to 27% in 2022 and the graduation rate rose one point to 91%.</li> </ul> <p><b>Head Start Eligible Population</b></p> <ul style="list-style-type: none"> <li>• In 2023-24, the following population is Head Start eligible: <ul style="list-style-type: none"> <li>○ 8,316 0–2-year-olds (up 6%) <ul style="list-style-type: none"> <li>▪ Of the number above, 2,510 include pregnant women (up 19%)</li> </ul> </li> <li>○ 6,272 3–5-year-olds (up 2%)</li> </ul> </li> </ul> <p><b>Questions?</b></p>
<b>Report: Semi-Annual Monitoring</b>	<b>Amanda Cleveland, Administrative Assistant III</b> , provided an overview of the 2022-2023 Semi-Annual Monitoring Report.

TOPIC	RECOMMENDATION / SUMMARY	
		 <p>A visual representation of the twelve (12) program management, planning, and oversight systems that are critical to high-quality services.</p>
3		 <ol style="list-style-type: none"> <li>1. Requested Technical &amp; Training Assistance with ACF</li> <li>2. Developed a Quality Improvement Plan Team to address the 5 Deficiencies &amp; 1 Area of Non-Compliance</li> <li>3. Updated our Policies &amp; Procedures</li> <li>4. Updated our Monitoring Plan to include formalized multilevel monitoring</li> <li>5. Updated existing and added new monitoring forms</li> <li>6. Conducted Trainings</li> <li>7. Conducted monitoring</li> <li>8. Weekly Data Discussions - Reviewing and analyzing data from the updated monitoring tools</li> <li>9. Reporting to Policy Council &amp; Board of Supervisors of trends</li> <li>10. Added Quarterly Roundtables</li> <li>11. Updated Semi-Annual Monitoring Report to include all areas of monitoring, not just the Quality Management Unit</li> <li>12. Completed Quality Improvement Plan corrective action period and follow up review for all deficiencies &amp; area of non-compliance (including ongoing monitoring systems)</li> </ol>

**TOPIC** **RECOMMENDATION / SUMMARY**



## The Monitoring Report Includes:

**Center Level Monitoring:**

1. Daily Facility Safety Checklist
2. Daily Teacher Playground Safety Checklist
3. Daily Health and Safety Classroom Checklist
4. Monthly Playground Safety Checklist


**Content Area Monitoring:**

5. CSB Child Safety & Transition
6. CACFP Monitoring
7. Health & Safety Checklists
8. On-Site Content Area Monitoring Tool
9. CEU Eligibility
10. CEU Over Income Eligibility
11. Sr. Administrative Management Observation Tool


**Quality Management Unit:**

12. \*QMU File Reviews: Need & Eligibility, Comprehensive Services & Education
13. Center Monitoring
14. Personnel File Review
15. \*Infant/Toddler Environment Rating Scale (ITERS)
16. \*Early Childhood Environment Rating Scale (ECERS)
17. Home Based Socialization & Home Visit
18. \*Head Start Health & Safety Screener
19. Child Nutrition Unit (CNU) Health & Safety Checklist
20. \*Classroom Assessment Scoring System (CLASS)
21. Curriculum Fidelity- Infant & Toddler
22. Curriculum Fidelity- Preschool

\* The data from these items is from Period 1 however, is included as this is the final roll up for the entire program year.




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## Monitoring Compliance Rates

Monitoring Level	Monitoring Tool	Overall Compliance Period 1	Overall Compliance Period 2
<b>Center Level Monitoring Tools</b>	Daily Facility Safety Checklists	45%	97%
	Daily Teacher Playground Checklists	88%	98%
	Daily Health & Safety Classroom Checklists	98%	99.9%
	Monthly Playground Checklists	66%	99%
<b>Content Area Level Monitoring Tools</b>	Child Safety & Transition Monitoring	97%	98%
	CACFP Center Monitoring Review (Directly Operated Only)	95%	97%
	Health & Safety Checklists	48%	99%
	Onsite Content Area Monitoring Tool	94%	95%
	CEU Eligibility Monitoring Tool	83%	90%
	CEU Over Income Eligibility Monitoring Tool	83%	92%
	Senior Administrative Management (SAM) Tool	92%	98%




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## Monitoring Compliance Rates

Monitoring Level	Monitoring Tool	Overall Compliance Period 1	Overall Compliance Period 2
<b>Agency Level Monitoring Tools</b>	File Review: Need & Eligibility	93%	N/A
	File Review: Comprehensive Services	85%	N/A
	File Review: Education	91%	N/A
	Center Monitoring	N/A	93%
	Personnel Binder File Review	N/A	97%
	Infant/Toddler Environment Rating Scale (ITERS)	*Above 6	N/A
	Early Childhood Environmental Rating Scale (ECERS)	*Above 6	N/A
	Home Visiting Program	100%	100%
	Head Start Health & Safety Screener	91%	N/A
	Fidelity Review: Child Nutrition Unit Health & Safety Monitoring Tool	75%	100%
	Classroom Assessment Scoring System (CLASS)	*Above Average	N/A
	Curriculum Fidelity: Infant & Toddler	N/A	94%
	Curriculum Fidelity: Preschool	N/A	92%




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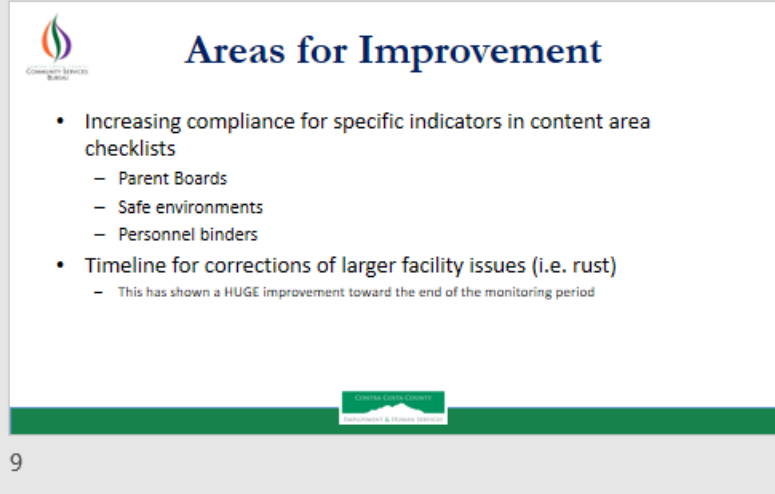



## Strengths



- Shifted focus from “completion” to “compliance”
- Overall improvement in compliance rates across tools
- Positive interactions between teachers and children continues to trend highly across tools
- Ongoing professional development focused on health, safety and supervision is evident in the overall monitoring data
- Preventable non-compliances continued to decrease during Period 2.



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TOPIC	RECOMMENDATION / SUMMARY
	<div style="display: flex; justify-content: space-around;"> <div data-bbox="380 185 1150 675">  <p><b>Areas for Improvement</b></p> <ul style="list-style-type: none"> <li>Increasing compliance for specific indicators in content area checklists               <ul style="list-style-type: none"> <li>Parent Boards</li> <li>Safe environments</li> <li>Personnel binders</li> </ul> </li> <li>Timeline for corrections of larger facility issues (i.e. rust)               <ul style="list-style-type: none"> <li>This has shown a HUGE improvement toward the end of the monitoring period</li> </ul> </li> </ul> </div> <div data-bbox="1157 185 1986 675">  <p><b>WHAT'S NEXT?</b></p> <p>"Quality Improvement Plan"</p> <p>HSPPS 1302.100 – Program Management and Quality</p> <p>"A program must provide management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services"</p> <p>Continuous Improvement Cycle: ACT, PLAN, DO, CHECK</p> </div> </div>
Subcommittee Updates	There were no subcommittee updates.
2022 – 2023 Policy Council Recognition	<b>Michelle Mankewich, Administrative Assistant III</b> , thanked all the Policy Council Representatives for their active participation during the 2022-2023 Policy Council year.
Site Reports	<p>Ambrose</p> <ul style="list-style-type: none"> <li>Parents and teachers work together during the parent workday on June 17, 2023.</li> <li>The end of the school year Celebration was celebrated on June 30, 2023, with activities for the parents and families.</li> <li>Welcoming our new families and returning families for the new school year.</li> <li>The infant room is open, and there are new infants enrolled.</li> <li>Ms. Parichat Calderon is the new Lead Infant/ Toddler Teacher in Classroom A.</li> <li>Box planters outside were repainted.</li> <li>Bella Merrill, the Librarian, came to share book stories and new songs.</li> <li>Transition information was given to the parents to support their children with transitions.</li> <li>Ms. Eddy of Tandem came to read stories with the children.</li> </ul> <p>Bayo Vista</p> <ul style="list-style-type: none"> <li>Bayo-Vista is celebrating a successful start to the new school year. We received a lot of new materials and activities for each classroom. We look forward to enrolling more children on our site and continuing to provide quality care and support to each family.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>○ Alarmed Gates on the preschool playground were serviced, Ceiling Lights for both rooms #2 and #3 were replaced, and Emergency Bins were replenished with new supplies.</li> <li>○ Room #3 and Room# 2 are working with the children's new environments, routines, and classroom expectations.</li> <li>○ Bayo-Vista families received information from Public Health immunization clinics about Heat-Related Illnesses.</li> </ul> <p>George Miller</p> <ul style="list-style-type: none"> <li>○ At the beginning of the school year, new children have started adjusting well.</li> <li>○ Board of Supervisor Carlson came in June to tour the site.</li> <li>○ The Librarian came and read to the children.</li> <li>○ Parents received information on oral health, toothbrushing, and developmental stages.</li> </ul> <p>Lavonia Allen</p> <ul style="list-style-type: none"> <li>○ Lavonia Allen said goodbye to 14 students who will transition to kindergarten.</li> <li>○ Mentoring a new TAT, Mr. Christopher Martinez.</li> <li>○ Librarian, Bella Merrill, came to read and sign to the children.</li> </ul> <p>Los Arboles</p> <ul style="list-style-type: none"> <li>○ Los Arboles staff welcomed our new children and their families to the program. The preschool classroom is working on the beginning of the year study and establishing the classroom rules. Teachers are spending time to get to know the children and their families.</li> <li>○ The toddler room has a new play kitchen set, the preschool has a new sandbox, and the staff room has a new sofa. Children are working on the beginning of school year study.</li> </ul> <p>Los Nogales</p> <ul style="list-style-type: none"> <li>○ Los Nogales staff welcomed our new children and their families to the program. The classroom is working on the beginning of the year study and establishing the classroom rules. Teachers are spending time to get to know the children and their families.</li> </ul> <p>Riverview</p> <ul style="list-style-type: none"> <li>○ We have a new piece of play equipment in our yard. It's a little marketplace, and the children love it.</li> <li>○ Both classrooms are working on the beginning of the school year study.</li> <li>○ The Librarian comes on the 1st Friday of the month to read with the children.</li> </ul>
Announcements	<p><b>Christina Reich, Division Manager, "Parking Lot",</b> a place to note meeting topics not in agenda:</p> <ul style="list-style-type: none"> <li>● Safety Trainings for families</li> </ul> <p><b>Michelle Mankewich, ASA III,</b> provided the following announcements and resources CSB Connect Friday Flyers shared QR code to access weekly resources.</p>

TOPIC	RECOMMENDATION / SUMMARY	
	<div data-bbox="478 181 919 495" style="border: 1px solid black; padding: 5px; background-color: #008000; color: white; text-align: center;"> <p>Let's CSB Connect from your cellphone!</p>  <ul style="list-style-type: none"> <li>• Scan the QR Code with your cell phone</li> <li>• Select the bar menu button </li> <li>• Select Public Announcements to link to CSB Friday Flyers.</li> </ul> <p>Every Friday, family resources are posted containing information you might be interested in accessing.</p> <p>Check it out!</p> </div> <ul style="list-style-type: none"> <li>• September Policy Council – in-person meeting <ul style="list-style-type: none"> <li>○ Policy Council Executive Meeting: September 6, 2023.</li> <li>○ Policy Council Orientation September 23, 2023.</li> <li>○ Policy Council Business meeting (Out of Cycle Meeting): September 27, 2023</li> </ul> </li> </ul>	
	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• That's information from previous months is still covered even if a meeting was not able to happen</li> <li>• CSB providing Child Care, the need was expressed and CSB made it happen.</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

## Agenda

<b>Group/Meeting Name: CSB Policy Council Meeting</b>	
<b>Date:</b> September 27, 2023	<b>Time:</b> 6:00 PM – 8:00 PM
<b>Meeting Location:</b> 500 Ellinwood Way, Pleasant Hill, CA	
<b>Purpose:</b> Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings. Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at [aaarajuo@ehsd.cccounty.us](mailto:aaarajuo@ehsd.cccounty.us) or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

### Desired Outcome: By the end of this meeting, we will have:

1. Agreement on desired outcomes and ground rules so that our meeting is productive.
2. A wellness activity to open communication and enhance overall wellbeing.
3. An awareness of CSB correspondence so that we are all informed of current notifications.
4. An opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the needs of the community.
5. Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
6. An approval of Community Representatives and Past Parent Representatives so that our council is fully seated.
7. An approval on 2023 - 2024 PC Executive Committee Officers who will set future agendas and conduct monthly meetings.
8. A review and approval of August 16, 2023, Policy Council Minutes.
9. Administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.
10. An understanding of the CSB 2023 Self-Assessment Report to ensure compliance with the Head Start Program Performance Standards (HSPPS) Requirements.
11. An understanding of the 2022-2023 Annual Report so that the information is shared with the program parents.
12. An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.
13. Heard announcements so that we may be informed of Bureau news and/or available community resources.
14. A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

### Agenda

What (Content)	How (Process)	Who	Time (Minutes)
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1. Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz Volunteer	2
Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller Volunteer	2
2. <b>Wellness Activity</b>	Present Clarify	Jasmine Cisneros Volunteer	10
3. Correspondence	Present Clarify	Karen Medrano Volunteer	2
4. Public Comment	Present	Public	3
5. Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros Volunteer	5
6. <b>Action:</b> Review and Consider Approval of Community and Past Parent Representatives	Present Clarify Check for understanding Check for Agreement	Ana Araujo	10 Minutes (3 minutes for roll call)
7. <b>Action:</b> Conduct 2023-2024 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers	Present Clarify Check for understanding Check for Agreement	Ana Araujo	20 Minutes (3 minutes for roll call)
8. <b>Action:</b> Consider approval of August 16, 2023, Policy Council Minutes	Present Clarify Check for understanding Check for Agreement	Jasmine Cisneros Volunteer	5 (3 minutes for roll call)
9. <b>Administrative Reports:</b> CSB Director	Present Clarify Check for understanding	Sung Kim	7
<b>Administrative Reports:</b> Division Manager	Present Clarify Check for understanding	Amy Wells	7
<b>Administrative Reports:</b> Fiscal	Present Clarify Check for understanding	Ali Vahidizadeh	7
10. <b>Report:</b> 2022-2023 Annual Self Assessment	Present Clarify Check for understanding	Amand Cleveland	10
11. <b>Report:</b> 2022-2023 Annual Report	Present Clarify	Amand Cleveland	10

	Check for understanding		
12. Site Reports	Present Clarify Check for Understanding	Site Representatives	8
13. Announcements	Present Clarify Check for understanding	Ana Araujo	10
14. Meeting Evaluation	Plus/Delta	Volunteer	2

**PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:**

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

- HOW TO JOIN THE MEETING VIA ZOOM:  
Zoom Meeting ID: 870 4513 5129
- HOW TO JOIN THE MEETING VIA CALL-IN:  
Conference Call: USA 8882780254 (US Toll Free) Conference Code: 379008

**HOW TO PROVIDE PUBLIC COMMENT:**

Persons who wish to address the CSB Policy Council during public comment on matters within the jurisdiction of the CSB Policy Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 864-0837

Public comments may also be submitted before the meeting by email at [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@ehsd.cccounty.us) or by voicemail at (925) 864-0837. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting